

## PURPOSE

Funds are provided under General Government to pay for salaries, consulting services, office equipment and supplies, maintenance of the Municipal Building, memberships in municipal associations, legal advertisements, special notices, citizen information publications and cable costs to support the City Council, manage the city on a daily basis and communicate with the residents of Greenbelt. Included in this category are the City Council, City Manager's Office, Economic Development, Elections, Human Resources, Finance, Information Technology, Legal Counsel, Municipal Building, Public Information & Community Promotion and Public Officers Association budgets.

## ACCOMPLISHMENTS FOR FY 2020

### CITY COUNCIL

- Advocated in opposition to a proposed Maglev train, and widening of I-495, I-270 and the Baltimore-Washington Parkway.
- Council members served on boards and committees of the Metropolitan Washington Council of Governments (MWCOG), Maryland Municipal League (MML) and National League of Cities (NLC) as well as various committees. For example: Mayor Byrd served on the MWCOG Board of Directors; Mayor Pro Tem Jordan served on the MML Board and the MWCOG Transportation Planning Board; Council member Davis served on the MML Legislative Committee; Council member Mach served on the MWCOG Climate, Energy and Environment Policy Committee and the NLC Human Development Committee; Council member Pope served on the NLC Small Cities Council; Council member Putens served on the NLC Public Safety and Crime Prevention Committee; and Council member Roberts served as an alternate on the MWCOG Transportation Planning Board.
- Conducted numerous meetings with stakeholders to represent the city's interests. These included meetings with Greenbelt Homes, Inc., Greenbelt East Advisory Coalition, Prince George's



County Economic Development Corporation, Capital Office Park, National Park Service, Washington Metropolitan Area Transit Authority, Roosevelt Center Merchants Association, Prince George's County Fire Department, Greenbelt's Postmaster, two meetings with the city's state and county delegation and quarterly Four Cities meetings.

- Worked to oppose a proposed Bureau of Engraving and Printing (BEP) facility at the Beltsville Agricultural Research Center (BARC).
- Met with representatives of Beltway Plaza regarding redevelopment proposals for the site.
- Approved an ordinance to borrow up to \$2.5 Million to repair the Greenbelt Lake Dam.
- Reviewed and approved the NRP/Greenbelt Metro proposal for multi-family residential development.
- Participated in training and workshops at conferences sponsored by MML and NLC.
- Finalized and approved the city's Sustainable Land Care Policy.

## ADMINISTRATION

- Worked with the Community Relations Advisory Board (CRAB) and the Greenbelt Police Department to hold a youth forum on community-police relations.
- Participated in business, regional and community events.
- Represented the city by attending MWCOG Chief Administrative Officers Committee meetings.
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Award for FY 2020. This award has been received each fiscal year since FY 1990.
- Hired a City Treasurer.
- Issued a Request for Qualifications (RFQ) for architectural services to address city facility space needs.
- Provided legislative advocacy at the county, state and federal level by analyzing and tracking many bills in addition to hosting two legislative dinners.
- Held a city election where 16 and 17 year olds were able to vote, and early voting hours were increased.
- Attended the International City/County Management Association (ICMA), National Forum for Black Public Administrators (NFBPA), League of Women in Government, Maryland City/County Management Association (MCCMA) and Maryland Municipal League (MML) conferences.

## ECONOMIC DEVELOPMENT

- Worked to establish Greenbelt's business ecosystem by growing attendance at quarterly business coffees, visiting local businesses, and attending business conferences and events.
- Launched monthly Business Brief newsletter and grew email list to over 1,000 subscribers.
- Collaborated with various residents and local organizations, like the Greenbelt Community Development Corporation, on community engagement initiatives (i.e. Strong Towns).
- Partnered with Prince George's County Economic Development Corporation to recognize businesses during National Small Business Week (May) and Economic Development Week (October).
- Fostered relationships with key business resources and technical assistance providers including Prince George's County Economic Development Corporation, Maryland Economic Development Association, Maryland Procurement Technical Assistance Center, Maryland Women's Business Center, Goddard Advocacy Partnership and NASA Office of Small Business Services.

## HUMAN RESOURCES

- Hired a third employee in Human Resources that is handling Workers' Compensation claims and OSHA reporting, as well as other duties.
- Held 10 testing dates for Police Officer, Communications Specialist and Administrative Assistants.
- Continued scanning employee files into Laserfiche.
- Received six bids for health insurance coverage from four different companies; conducted health insurance survey of all employees; negotiated a better rate with CareFirst (current provider) based on the results of the survey; negotiated the option for a three year contract with Express Scripts providing approximately \$160,000 in rebates for the city.
- Processed six retirements in FY 2019, and estimate processing eight retirements by the end of FY 2020.
- Planned and hosted the 21st annual Health and Wellness Fair for employees and citizens.
- Served as the staff liaison to the Public Safety Advisory Committee.

## FINANCE

- Worked with the city's financial software provider toward an "e-gov" solution that allows online payments for a variety of services.

- Received a clean audit for the city's finances in fiscal year 2019 and obtained for the 35th consecutive year, the GFOA Certificate of Achievement for Financial Reporting.

## **INFORMATION TECHNOLOGY**

- Represented the city on a number of regional and state-wide committees including: Chief Information Officers of the Metropolitan Washington Council of Governments (COG-CIO), Prince George's County I-Net Budget, Technical and Executive Committees and the Maryland Municipal League's Information Technology Group.
- Served on the Comcast Franchise Renegotiation team.
- Continued working with the Police Department and the city's vendor to implement and deploy mobile technologies to police cruisers.
- Upgraded 30 personal computers.
- Continued implementation of a document management solution.
- Expanded the city's camera infrastructure to cover Schrom Hills Park and Hanover Parkway.
- Replaced the city-wide phone system.
- Facilitated the police migration to Prince George's County's Computer Aided Dispatch (CAD) solution.
- Began piloting mobility solutions for Code Enforcement Inspectors.
- Successfully created and deployed remote connectivity infrastructure during the Covid-19 pandemic to support over 40 employees working from home.

## **LEGAL COUNSEL**

- Worked on issues related to small cell deployment and Federal Communications Commission rulings regarding cable franchise agreements.
- Handled numerous public information requests.
- Provided advice on various matters including contracts, collective bargaining, development proposals and personnel issues.
- Engaged in collective bargaining with the Fraternal Order of Police.

## COMMUNITY PROMOTION

- Reinstated a bi-weekly blog, Greenbelt City Roundup, highlighting some of lesser known programs of the city.
- Increased the number and variety of newsletters regularly going out to subscribers through GovDelivery. This includes a new weekly, “Greenbelt This Week,” a monthly “Business Brief,” a new GAFC quarterly and a Police newsletter.
- Created a series of Business Spotlight videos to use on Facebook, YouTube and eventually the city’s website.
- Worked to promote the 2020 Census by creating graphics, social media posts, organizing events and working with the Planning Department.
- Increased our city service and program highlight videos by hiring a new half-time producer.
- Continued to serve on the Institutional Network’s Executive and Public Information Committees, attended the National Association for Telecommunications and Advisors conference, representing Greenbelt in cable franchise negotiations and I-Net committees, and reviewed issues concerning small cell implementation.
- Worked with Greenbelt.com to transfer ownership over to the City of Greenbelt. Will work with Economic Development to possibly use the url for a commerce site.
- Worked with the producers of Fox 5 News to schedule, contact, and suggest groups and people for their Hometown segment that would show off all that Greenbelt has to offer.

## **CORONAVIRUS (COVID-19) PANDEMIC**

This pandemic exploded towards the end of FY 2020 while the FY 2021 Proposed Budget document was being finalized. This resulted in unprecedented emergency management actions by the city including restricting public access to most city facilities and certain park/play areas, asking many employees to work at home and learning new terms like social distancing. Depending on the length and scope of the COVID-19 Pandemic, impacts to the city could continue into FY 2021. Much of the narrative throughout the budget document was written prior to the pandemic.

The city's top priority is to protect the community's health and safety. Essential city services (Police, Public Works, etc.) will continue, while other services may be curtailed or delivered differently. Emergency management and recovery from the pandemic will remain a significant focus in FY 2021.

## **FINANCIAL MANAGEMENT - LONG RANGE PLANNING**

The City of Greenbelt is full of talented and energized citizens. They bring new and innovative ideas to the government for support and funding. This presents a unique challenge with regard to the funding necessary to implement and sustain these new ideas. Unfortunately, not all ideas can be funded. There is a tipping point between the extent of government services, or said another way: the size of the government, and the community's ability to afford these services. By all accounts, the services provided to Greenbelt residents are vast and complex.

In FY 2020, a one and a half cent real estate tax rate increase was necessary to maintain prior year service levels. It is possible that the City of Greenbelt Government is close to reaching or has already reached its maximum size in terms of what the community can afford. It is recommended that the practice of partial funding of new initiatives with the assumption that revenue growth in successive fiscal years will support these new initiatives be discontinued. This practice makes balancing subsequent fiscal years more challenging.

There remain several challenges in the near future which will require careful planning to negotiate.

- The current economic expansion will come to an end at some point. Future salary increases and benefit costs will be difficult to afford if the economy and growth rate slows or actually declines.
- The General Assembly approved legislation during the 2020 Session to phase in an increase in the minimum wage statewide in Maryland to \$15 per hour by 2025. The move from \$7.25 to the current \$11.50 changed the fiscal reality in the Recreation Department. Summer camps revenue no longer exceed direct expenditures. Increasing the minimum wage from \$11.50 per hour to

\$15.00 would require a fee increase and/or a subsidy from other city revenues, specifically real estate tax, to continue summer camp programs.

- There is ongoing pressure to add services, staff and programs while holding the line on tax rate and fee increases. However, there is reluctance to reduce services and programs.

The City of Greenbelt must plan for the next downturn and take steps to ensure its finances are on solid ground. In other words, municipal governments must continually review operations, efficiency and effectiveness, and consider long and short term goals. When the economy slows, pressure to reduce funding for capital expenditures will exist. That practice, while fundamentally sound in the short term, is likely to cause difficulty funding vital infrastructure needs in the longer term. The city must be ready and fiscally nimble to change as necessary.

The city should also examine its reserve and fund balance policies. The city has a policy of maintaining at least a 10% unassigned fund balance which only applies to the General Fund. Staff believes it is necessary to reexamine and potentially increase this minimum threshold for the General Fund, as well as develop reserve policies and minimums for some of the city's larger capital and equipment funds.

Staff will continue to monitor all aspects of the city's fiscal sustainability to ensure Greenbelt remains one of the best managed municipalities in the State of Maryland.

## **MANAGING AND FUNDING CAPITAL PROJECTS**

The city has aging facilities and infrastructure. Newer buildings, like the indoor pool and police station, are over 30 years old; the Municipal Building and Youth Center are 43-60 years old and the oldest facilities like the Community Center, theater and outdoor pool have been renovated, but are still over 80 years old. These facilities require significant mechanical and structural replacements. Allocations to the capital projects and reserve funds have increased in recent years, but not by enough to address all the needs.

The city has generally tried to fund these ongoing repairs and upgrades with a "pay-as-you-go" strategy. However, the city has not been able to set aside sufficient funds to meet all the needs.

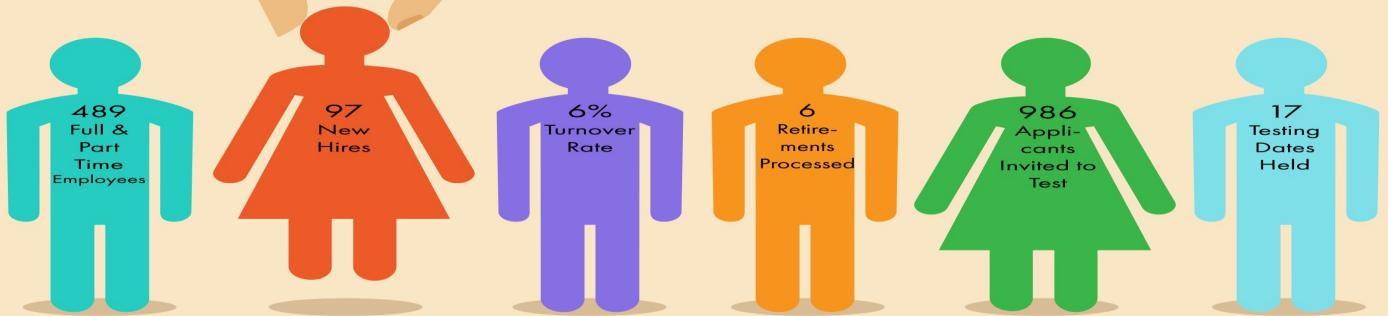
These fund transfers must be increased in future years. Consideration should also be given to bond financing and other borrowing mechanisms to address some of these infrastructure needs. New revenue sources would definitely be needed for any new capital projects.

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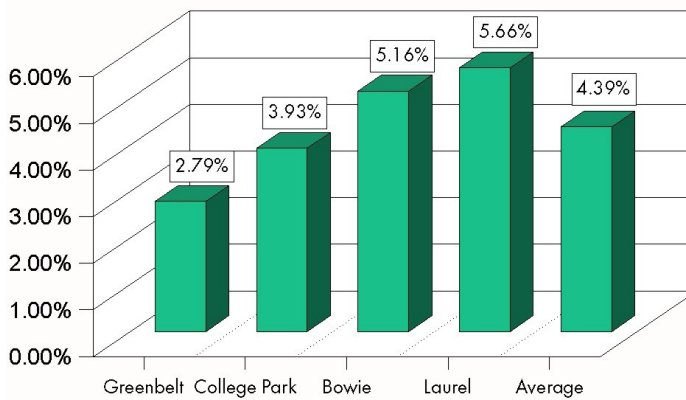


## HUMAN RESOURCES

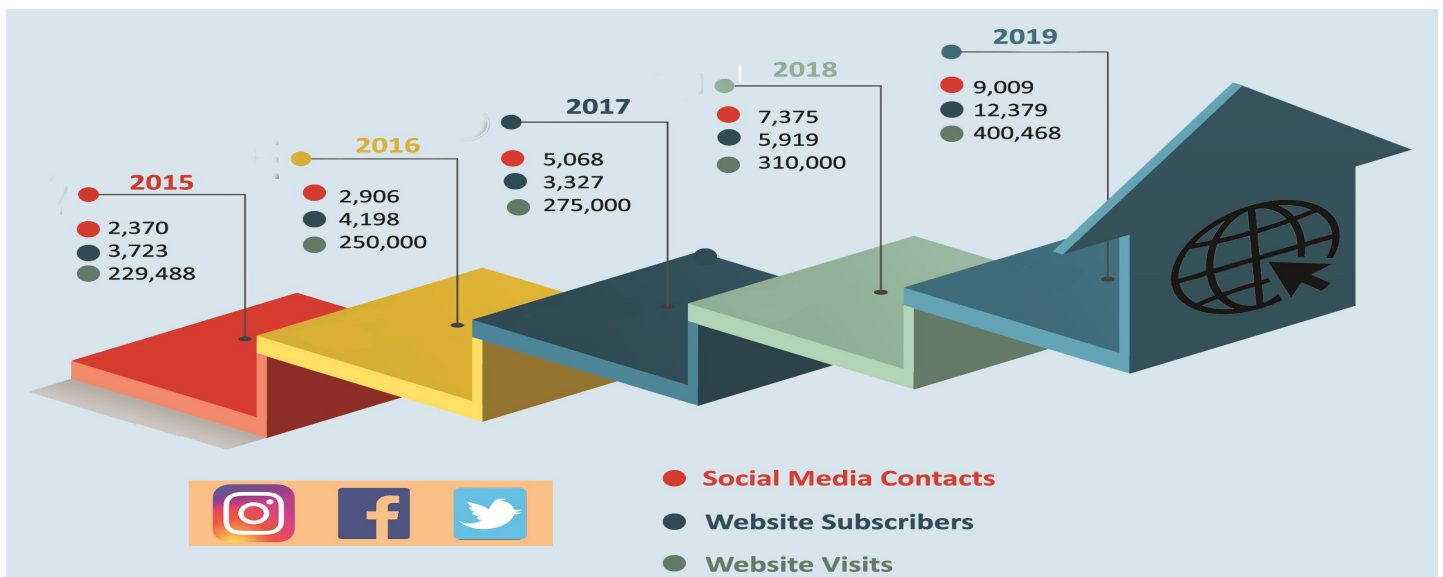
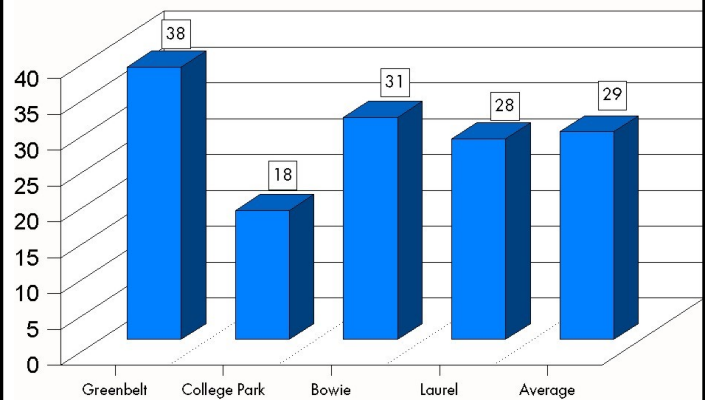
FY 2019 ACTUAL



### IT Budget as a % of Total Revenue



### Number of Users per IT Staff

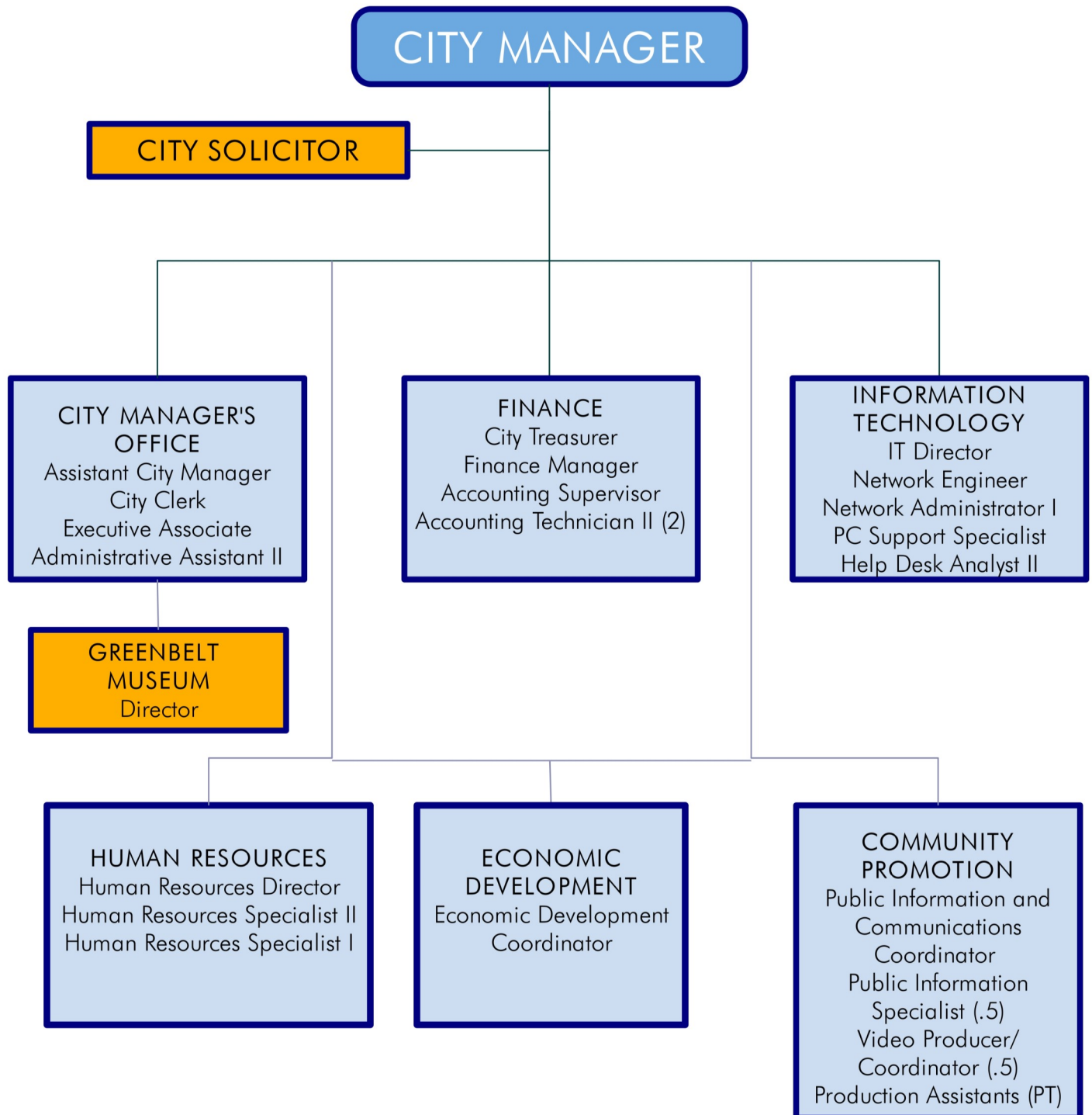


# PERSONNEL STAFFING

FY 21

The schedule below depicts the personnel staffing for the various budget accounts in the General Government section of the budget.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
<b>110 City Council</b>					
Mayor	\$12,000	1	1	1	
Council	\$10,000	6	6	6	
<b>120 City Manager's Office</b>					
City Manager	\$160,000	1	1	1	
Assistant City Manager	GC-26	1	1	1	
City Clerk	GC-20	1	1	1	
Executive Associate	GC-16	1	1	1	
Assistant to the City Clerk	GC-14	0	0	1	
Administrative Assistant II	GC-13	1	1	0	
Total FTE		5	5	5	0
<b>125 Economic Development</b>					
Economic Development Coordinator	GC-20	1	1	1	
Total FTE		1	1	1	0
<b>135 Human Resources</b>					
Human Resources Director	GC-25	1	1	1	
Human Resources Specialist II	GC-16	1	1	1	
Human Resources Specialist I	GC-14	1	1	1	
Total FTE		3	3	3	0
<b>140 Finance</b>					
City Treasurer	GC-26	1	1	1	
Deputy City Treasurer	GC-23	1	0	0	
Finance Manager	GC-22	0	1	1	
Accounting Supervisor	GC-16	1	1	1	
Accounting Technician II	GC-13	2	2	2	
Total FTE		5	5	5	0
<b>145 Information Technology</b>					
IT Director	GC-25	1	1	1	
Network Engineer	GC-20	1	1	1	
Network Administrator I	GC-17	1	1	1	
P.C. Support Specialist	GC-14	1	1	1	
IT Help Desk Analyst II	GC-13	1	1	1	
Total FTE		5	5	5	0
<b>190 Community Promotion</b>					
Public Information & Communications Coordinator	GC-22	0	0	1	
Public Information & Communications Coordinator	GC-18	1	1	0	
Public Information Specialist	GC-13	1	0.5	0.5	
Video Producer/Coordinator	GC-11	1	0.5	0.5	
Production Asst./Camera Operator	N/C	0.5	0.5	0.5	
Total FTE		3.5	2.5	2.5	0
<b>930 Museum</b>					
Museum Director	GC-18	1	1	1	
Total FTE		1	1	1	0
<b>Total General Government FTE (not including Council Members)</b>		23.5	22.5	22.5	0





The City Council are the elected officials who determine city policy and direction. The Council sets policy, annually adopts the city budget and enacts city ordinances and resolutions. The Council meets regularly each month of the year and schedules special meetings, public hearings and work sessions as necessary.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Meetings Held:				
Regular	21	20	21	20
Special	1	6	5	5
Work & Closed Sessions	62	61	62	60
Public Hearings/Meetings	2	2	2	2
Ordinances Enacted	6	4	4	4
Resolutions Enacted	12	10	10	10
Charter Amendments Enacted	2	1	2	1

## **MANAGEMENT OBJECTIVES**

- Set policy and direction for the city.
- Represent the city's interests with federal, state and regional agencies.
- Meet regularly with major "stakeholders" in the city.

## BUDGET COMMENTS

- 1) Membership & Training, line 45, funds attendance at Maryland Municipal League (MML) and National League of Cities (NLC) conferences. In FY 2021, the NLC conference will be in Tampa, Florida, the MML annual convention in Ocean City and the MML fall conference in College Park.

CITY COUNCIL Acct. No. 110	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$72,001	\$72,001	\$72,000	\$72,000	\$72,000	
28 Employee Benefits	24,167	28,216	32,300	31,500	34,900	
Total	\$96,167	\$100,217	\$104,300	\$103,500	\$106,900	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$7,345	\$7,238	\$7,900	\$8,700	\$9,100	
45 Membership & Training	31,087	38,398	34,900	34,900	39,900	
55 Office Expenses	1,709	456	1,100	1,900	1,700	
58 Special Programs	7,372	1,248	0	0	0	
Total	\$47,513	\$47,340	\$43,900	\$45,500	\$50,700	\$0
<b>TOTAL CITY COUNCIL</b>	<b>\$143,680</b>	<b>\$147,557</b>	<b>\$148,200</b>	<b>\$149,000</b>	<b>\$157,600</b>	<b>\$0</b>



The Administration budget accounts for the cost of operating the City Manager's office, which also includes the office of the City Clerk. The City Manager's office provides staff support to the Mayor and Council, undertakes special research, handles citizens' inquiries and communications from other governments and agencies, prepares the agenda and supporting information for Council meetings and approves purchases and personnel actions. This office also provides direct supervision to city departments.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Council referrals received (as of the end of the calendar year)	3	91	95	95
Staff Meetings	43	44	44	44
Full Time Equivalents (FTE)	5	5	5	5

## MANAGEMENT OBJECTIVES

- Implement Council's goals and policies.
- Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
- Update the Greenbelt Road Corridor Improvement study.
- Continue to oppose the proposed Maglev train and widening of the Baltimore-Washington Parkway and I-495.



## **BUDGET COMMENTS**

- 1) Economic development issues previously funded in line 30, Professional Services, have been transferred to the new Economic Development Department (125).
- 2) The budget for Membership & Training, line 45, covers attendance at the International City/County Management Association annual conference in Toronto, Canada, the Maryland Municipal League fall and summer conferences and the International Institute of Municipal Clerks conference.

<b>ADMINISTRATION Acct. No. 120</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$463,151	\$547,780	\$520,500	\$520,500	\$543,500	
25 Repair/Maintain Vehicles	488	454	500	500	500	
27 Overtime	2,632	4,082	3,000	9,000	9,000	
28 Employee Benefits	174,555	196,618	200,200	197,000	220,700	
Total	\$640,826	\$748,934	\$724,200	\$727,000	\$773,700	\$0
<b>OTHER OPERATING EXPENSES</b>						
30 Prof. Svcs. - Economic Development	\$100	\$113	\$0	\$0	\$0	
33 Insurance	4,601	4,273	4,700	4,700	5,000	
38 Communications	4,262	5,538	4,600	5,900	5,900	
43 Equipment Rental	6,387	5,005	5,000	5,000	5,000	
45 Membership & Training	16,612	28,836	19,100	20,100	20,100	
50 Motor Equipment Maintenance	4,817	4,803	4,800	4,800	4,800	
53 Computer Expenses	0	1,094	0	0	0	
55 Office Expenses	15,349	14,953	19,200	19,100	18,600	
69 Awards	0	0	0	0	0	
Total	\$52,127	\$64,615	\$57,400	\$59,600	\$59,400	\$0
<b>TOTAL ADMINISTRATION</b>	<b>\$692,953</b>	<b>\$813,549</b>	<b>\$781,600</b>	<b>\$786,600</b>	<b>\$833,100</b>	<b>\$0</b>



The Economic Development initiatives focus on fostering a vibrant, local business community. This is done in part by promoting Greenbelt's quality of life, amenities and proximity to Washington, DC and Baltimore metropolitan hubs across the region. By serving as a liaison to entrepreneurs and businesses, economic development staff can offer technical assistance that leads to sustainable business growth and development. Necessary links to partnering organizations throughout the region will be provided.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Events hosted - i.e. Business Coffee	n/a	2	10	10
Number of Attendees	n/a	75	300	350
Business & Industry Meetings Attended	n/a	27	25	40
Business Publications	n/a	1	12	16
Businesses Reached	n/a	150	250	400
Business One-on-One Meetings	n/a	45	100	65
Business Technical Assistance	n/a	23	15	45
Full Time Equivalents (FTE)		1	1	1

## MANAGEMENT OBJECTIVES

- Implement strategic economic development goals and objectives established based upon Council's overall vision for Greenbelt.
- Promote economic development initiatives that support business attraction and retention in Greenbelt.
- Develop targeted business development outreach efforts to more effectively engage Greenbelt businesses across sectors.



## **BUDGET COMMENTS**

- 1) Economic Development was a new budget in FY 2020. In prior fiscal years, salary, benefits and operating initiatives were budgeted in Administration, Account 120.
- 2) Line item 58, Special Programs, provides funding to expand the city's contact with its business community.
- 3) In addition to the funds shown on this page, a \$25,000 transfer to the Special Projects Fund is shown in Fund Transfers, Account 999. The purpose of this transfer is to fund a revolving loan account available to Greenbelt businesses with the goal of attracting new business as well as improving the viability of existing businesses in the city.

<b>ECONOMIC DEVELOPMENT Acct. No. 125</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
PERSONNEL EXPENSES						
01 Salaries			\$77,900	\$77,900	\$81,600	
28 Employee Benefits			26,300	25,800	28,100	
Total			\$104,200	\$103,700	\$109,700	\$0
OTHER OPERATING EXPENSES						
37 Public Notices			\$5,000	\$3,000	\$3,000	
38 Communications			600	600	600	
45 Membership & Training			2,000	2,000	2,000	
53 Computer Services			3,400	7,200	7,200	
55 Office Expenses			1,700	1,000	1,000	
58 Special Programs			9,000	6,000	7,000	
Total			\$21,700	\$19,800	\$20,800	\$0
<b>TOTAL ECONOMIC DEVELOPMENT</b>			<b>\$125,900</b>	<b>\$123,500</b>	<b>\$130,500</b>	<b>\$0</b>



This budget funds the cost of city elections. Not included is the expense of the City Clerk as administrator of elections, which is accounted for in Administration (Account 120). Regular elections for the office of City Council are held the first Tuesday following the first Monday in November in odd numbered years. Special elections may be set from time to time by the City Council for bond issue referen-

dums, charter amendments petitioned to referendum and other matters.

Performance Measures	Voting Turnout		
	<u>Registered</u>	<u>Voting</u>	<u>Percent</u>
March 1999 Referendum	10,144	1,764	17.4%
November 1999 Regular	9,913	1,996	20.1%
November 2001 Regular	10,602	2,345	22.1%
November 2003 Regular	10,859	2,073	19.1%
November 2005 Regular	11,350	2,094	18.4%
November 2007 Regular	10,668	1,898	17.8%
November 2009 Regular	12,123	2,399	19.8%
November 2011 Regular	11,965	1,764	14.7%
November 2013 Regular	13,113	1,922	14.7%
November 2015 Regular	13,156	2,039	15.5%
November 2017 Regular	13,597	2,569	18.9%
November 2019 Regular	14,645	2,180	14.9%

## **BUDGET COMMENTS**

- 1) The next election will be November 2, 2021.
- 2) Other Services, line 34, includes payments to election clerks and judges, the cost for voting machines and technical support, and compiling the community questionnaire.
- 3) Notices & Publications, line 37, expenses are for a special election issue of the Greenbelt Bulletin.
- 4) Miscellaneous, line 71, includes payment to Prince George's County for voter cards and meals for election workers.

<b>ELECTIONS Acct. No. 130</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
OTHER OPERATING EXPENSES						
34 Other Services	\$25,858	\$0	\$26,000	\$25,600	\$0	
37 Notices & Publications	3,915	0	4,000	3,000	0	
55 Office Expenses	1,175	0	1,500	1,300	0	
71 Miscellaneous	528	0	500	1,300	0	
Total	\$31,475	\$0	\$32,000	\$31,200	\$0	\$0
<b>TOTAL ELECTIONS</b>	<b>\$31,475</b>	<b>\$0</b>	<b>\$32,000</b>	<b>\$31,200</b>	<b>\$0</b>	<b>\$0</b>



Human Resources is responsible for administering programs designed to attract, retain and motivate employees. The department strives to attract a diverse and efficient workforce, as well as administering employee benefits, labor relations, testing, safety programs and insurance claims.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Employees - Full & Part Time (W-2's issued)	470	489	480	480
Employment Applications Received	1,572	1,591	1,500	1,500
Turnover Rate	5.0%	6.0%	6.0%	6.0%
New Hires	90	97	90	90
Retirements processed	4	6	7	4
Testing Dates Offered (Police Officer Candidate, Communication Specialist & Administrative Assistant)	10	17	14	12
Applicants Invited to Testing (Police Officer Candidate, Communication Specialist & Administrative Associate)	805	986	800	800
Vehicle Claims Filed	24	31	24	24
Workers' Compensation Claims Filed	41	52	40	40
Full Time Equivalents (FTE)	2	2	3	3

## MANAGEMENT OBJECTIVES

- Continue to scan current employee files into Laserfiche (document management system) and work toward an electronic onboarding process.
- If funding is approved, request proposals and contract with a firm to perform a salary and compensation study.

## **BUDGET COMMENTS**

- 1) Human Resources was a new department in FY 2020. In prior fiscal years, staff and operating expenditures relating to personnel were accounted for in the Finance & Administration Services Department (Account 140).
- 2) The operating expenditures shown here have resulted in corresponding reductions for line items in the Finance Department.
- 3) Professional Services, line 30, funds a compensation and classification study.

<b>HUMAN RESOURCES Acct. No. 135</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
PERSONNEL EXPENSES						
01 Salaries			\$236,500	\$234,500	\$249,100	
02 Part-time Salaries			4,000	0	0	
28 Employee Benefits			78,200	79,500	86,600	
Total			\$318,700	\$314,000	\$335,700	\$0
OTHER OPERATING EXPENSES						
30 Professional Services			\$4,700	\$5,000	\$5,000	
30 Prof. Svcs. - Comp Study			\$0	\$0	75,000	
37 Public Notices			14,000	14,000	14,000	
38 Communications			600	600	600	
45 Membership & Training			2,900	3,900	4,400	
55 Office Expenses			3,100	2,800	2,400	
Total			\$25,300	\$26,300	\$101,400	\$0
<b>TOTAL HUMAN RESOURCES</b>	<b>n/a</b>	<b>n/a</b>	<b>\$344,000</b>	<b>\$340,300</b>	<b>\$437,100</b>	<b>\$0</b>



This department is responsible for the collection of taxes and other city funds, payment of all city obligations, management and investment of city funds, accounting of all financial transactions, preparation of payroll, purchasing of goods and services and data processing. An independent firm selected by the City Council audits city financial records annually.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Rate of Return on Investments MLGIP	1.87	2.41	1.60	1.50
Standard and Poor's LGIP Rated Index*	1.81	2.35	1.55	1.45
Purchase Orders Issued	430	467	450	450
Accounts Payable Checks Issued	2,740	2,731	2,730	2,730
Electronic Funds Transfers	438	432	435	435
Payroll				
Checks Issued	933	824	860	820
Paper Vouchers	1,543	1,172	1,160	1,140
E-Vouchers	5,802	6,451	6,480	6,540
Purchase Card Transactions	2,945	2,754	2,850	2,900
Businesses assessed personal property tax	805	780	800	800
Average Number of Days to Process Payments	5	5	5	5
Full Time Equivalents (FTE)	5	5	5	5
*Standard and Poor's reviews local government pools and reports an average rate of return. Standard and Poor's does not estimate return in future periods.				

## MANAGEMENT OBJECTIVES

- Require all employees to receive pay electronically. Neighboring municipalities that mandate 100% employee participation include Berwyn Heights, College Park, Laurel, Gaithersburg and Rockville. This objective aligns well with other “green” initiatives throughout the city. Further, it will eliminate the time required to produce paper checks.

- Partner with the Assistant City Manager to produce a more detailed capital projects section for the FY 2022 budget.
- Review and update the Investment Policy.

## **BUDGET COMMENTS**

- 1) Expenditures in line 01, Salaries, and line 28, Employee Benefits, in FY 2021 is lower due to the transition to a new City Treasurer and the payout of retirement benefits to the previous City Treasurer in FY 2020.
- 2) The higher expenses in Insurance, line 33, and Computer Expenses, line 53, are due to increases in general liability coverage and the support contract for Central Square, the city's financial system.
- 3) Line 38, Communications, are higher than budgeted in FY 2020 due to higher than expected local phone costs.

<b>FINANCE Acct. No. 140</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$578,622	\$627,900	\$528,600	\$555,500	\$455,000	
27 Overtime	768	4,602	500	2,000	500	
28 Employee Benefits	195,688	214,201	171,000	194,800	197,900	
Total	\$775,078	\$846,703	\$700,100	\$752,300	\$653,400	\$0
<b>OTHER OPERATING EXPENSES</b>						
30 Professional Services	\$40,575	\$51,376	\$38,000	\$38,000	\$40,000	
33 Insurance	6,285	6,509	7,000	7,700	7,800	
34 Other Services	19,994	21,164	19,500	19,500	19,500	
37 Public Notices	20,046	15,178	0	0	0	
38 Communications	2,246	2,391	1,200	2,100	2,400	
45 Membership & Training	5,333	5,867	5,400	5,400	5,400	
53 Computer Expenses	50,196	51,778	56,000	56,000	59,000	
55 Office Expenses	14,675	14,912	12,000	12,100	10,900	
Total	\$159,350	\$169,175	\$139,100	\$140,800	\$145,000	\$0
<b>TOTAL FINANCE</b>	<b>\$934,429</b>	<b>\$1,015,878</b>	<b>\$839,200</b>	<b>\$893,100</b>	<b>\$798,400</b>	<b>\$0</b>





The Information Technology Department is responsible for providing information technology and communications to all departments within the city. The major activities of this department include coordination of the use of computers and other information systems throughout the city, providing on-going user education, keeping abreast of current technology as well as the information needs of the city and developing security measures to protect the city's information systems.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated	Industry Average*
IT Help Desk Requests	1,100	895	900	1,000	n/a
Projects Scheduled	4	4	5	5	n/a
Projects Completed	4	2	4	5	n/a
Number of users per IT staff	38.0	38.0	38.0	38.0	39
IT Budget as % of Total Revenue	2.75%	2.75%	2.76%	2.79%	5.40%
IT Spending per User	\$4,160	\$4,160	\$4,318	\$4,715	\$5,000
Full Time Equivalents (FTE)	5	5	5	5	n/a
*Industry Average for Government/Education/Non-Profits per CIO Magazine Study 2010					

IT Department Comparables	Greenbelt	College Park	Bowie	Laurel	Average
Number of IT staff (FTE)	5	4	15	9	8.3
Number of users	190	70	467	250	244.3
Total IT Budget	\$895,803	\$820,908	\$3,043,300	\$1,640,000	\$1,600,003
Total Revenue (millions)	\$32.1	\$20.9	\$59.0	\$29.0	\$35.3
Number of Users per IT staff	38	18	31	28	29
IT Budget as % of Total Revenue	2.79%	3.93%	5.16%	5.66%	4.39%
IT Spending per User	\$4,715	\$11,727	\$6,517	\$6,560	\$7,380



## **MANAGEMENT OBJECTIVES**

- Work with departments to make most effective and efficient use of IT resources.
- Assist the police department with the conversion of existing data to the county's CAD/RMS systems.
- Expand Laserfiche document management solution.
- Continue systematic camera system upgrades.
- Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), COG and MML IT groups.

## **BUDGET COMMENTS**

- 1) The city's payment to the countywide municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure was \$45,000 in FY 2020 and is budgeted at \$45,000 for FY 2021. The I-Net serves as the backbone that supports the city's phone and computer network. The other expenses in this line item are maintenance of the phone system (\$9,000), internet access (\$1,500) and cell phones for the IT and Administration staff (\$5,000).
- 2) Line 53, Computer Expenses, includes \$34,000 for camera system maintenance.

<b>INFORMATION TECHNOLOGY Acct. No. 145</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
PERSONNEL EXPENSES						
01 Salaries	\$368,598	\$389,938	\$407,200	\$407,000	\$429,500	
27 Overtime	3,856	1,239	2,000	500	500	
28 Employee Benefits	159,308	168,259	185,200	186,800	184,900	
Total	\$531,762	\$559,436	\$594,400	\$594,300	\$614,900	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$1,250	\$1,152	\$1,400	\$1,400	\$1,400	
38 Communications	51,899	60,747	59,700	60,000	60,500	
45 Membership & Training	7,799	5,875	12,500	10,700	10,500	
53 Computer Expenses	32,740	73,923	79,300	79,600	83,600	
55 Office Expenses	1,430	1,398	1,000	1,000	1,000	
Total	\$95,119	\$143,095	\$153,900	\$152,700	\$157,000	\$0
CAPITAL OUTLAY						
91 New Equipment	\$0	\$12,551	\$10,000	\$10,000	\$10,000	
Total	\$0	\$12,551	\$10,000	\$10,000	\$10,000	\$0
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$626,881</b>	<b>\$715,082</b>	<b>\$758,300</b>	<b>\$757,000</b>	<b>\$781,900</b>	<b>\$0</b>



Legal advice and service to the City Council, City Manager and city departments are provided by the City Solicitor.

The City Solicitor is not an employee of the city, but is retained by the city. The City Solicitor attends council meetings and provides research and issues legal opinions as requested. The City Solicitor represents the city in all administrative and court proceedings not covered by insurance counsel.

## BUDGET COMMENTS

- 1) In January 2018, the law firm of Alexander & Cleaver, located in southern Prince George's County, was selected to replace the previous firm after it dissolved due to the retirements of the principal owners.
- 2) Collective Bargaining, line 31, tracks the expenses related to the cost of contract negotiations with the Fraternal Order of Police (FOP) Lodge 32. A three year agreement was negotiated in FY 2017 to cover FY 2018, 2019 and 2020. Negotiations for the next contract are underway.

LEGAL COUNSEL Acct. No. 150	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
30 Legal Services	\$91,878	\$195,866	\$165,000	\$205,000	\$205,000	
30 Legal Svcs. - Maglev	0	0	0	50,000	0	
31 Collective Bargaining	61,016	15,246	30,000	30,000	30,000	
Total	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$0
<b>TOTAL LEGAL COUNSEL</b>	<b>\$152,893</b>	<b>\$211,112</b>	<b>\$195,000</b>	<b>\$285,000</b>	<b>\$235,000</b>	<b>\$0</b>



The operating and maintenance expenses of the Municipal Building are charged to this account. Principal expenses are for salaries, utility services and supplies for the Public Works employees who maintain the building.

### BUDGET COMMENTS

- 1) This budget accounts for the maintenance of the Municipal Building. It is a stable budget that does not fluctuate very much.
- 2) FY 2020 Estimated Transactions reflect higher than expected HVAC and plumbing related expenses off-set by lower electric service costs. The FY 2021 Proposed Budget assumes this pattern continues.

<b>MUNICIPAL BUILDING Acct. No. 180</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
PERSONNEL EXPENSES						
06 Repair/Maintain Building	\$32,860	\$26,197	\$28,500	\$28,500	\$30,000	
Total	\$32,860	\$26,197	\$28,500	\$28,500	\$30,000	\$0
OTHER OPERATING EXPENSES						
39 Utilities						
Electrical Service	\$26,696	\$25,860	\$27,000	\$23,000	\$23,000	
Gas	313	299	300	300	300	
Water & Sewer Service	2,864	2,870	2,900	3,000	3,000	
46 Maintain Building & Structure	17,720	20,125	21,200	21,900	21,900	
Total	\$47,594	\$49,154	\$51,400	\$48,200	\$47,500	\$0
<b>TOTAL MUNICIPAL BUILDING</b>	<b>\$80,454</b>	<b>\$75,351</b>	<b>\$79,900</b>	<b>\$76,700</b>	<b>\$77,500</b>	<b>\$0</b>



This budget funds the work of communicating to the Greenbelt citizenry on community activities, events and issues of interest. The prime communication tools used are social media, the city's municipal access television channels, **Comcast Channel 71 and Verizon 21**, news articles and press releases, the city's web page at [www.greenbeltmd.gov](http://www.greenbeltmd.gov), various listserves and quarterly printed and monthly electronic newsletters.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Council Meetings Cablecast (Regular, Special and Hearings)	48	78	75	75
Number of Cable Subscribers as of 12/31	6,553	6,546	6,500	6,500
Comcast	3,237	3,557	3,600	3,600
Verizon	3,316	2,989	3,200	3,400
Website Subscribers	5,919	12,379	14,000	16,000
Website Visits	297,419	400,468	500,000	600,000
Social Media Contacts	7,375	9,009	10,000	11,500
Full Time Equivalents (FTE)	2.0	2.5	2.5	2.5

## MANAGEMENT OBJECTIVES

- Investigate starting a podcast highlighting city issues and services.
- Implement an improved microphone system for the council room.
- Create a manual for studio operations.
- Continue to enhance and improve our current communications platforms.

## **BUDGET COMMENTS**

- 1) The funds in Other Services, line 34, pay for interpreting costs for council meetings and other events (\$9,000), a monthly charge to support video streaming (\$8,000) and supporting the city's upgraded website (\$32,000).
- 2) Expenditures for Special Programs, line 58, include the advisory board reception (\$7,500), employee holiday lunch (\$4,500) and retirement events.

<b>COMMUNITY PROMOTION Acct. No. 190</b>	<b>FY 2018 Actual Trans.</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Estimated Trans.</b>	<b>FY 2021 Proposed Budget</b>	<b>FY 2021 Adopted Budget</b>
PERSONNEL EXPENSES						
01 Salaries	\$94,613	\$96,922	\$146,300	\$140,500	\$147,800	
02 Part-time Interns	17,017	31,644	30,000	7,500	30,000	
27 Overtime	7,597	11,107	6,000	10,000	6,000	
28 Employee Benefits	42,626	46,670	58,500	56,100	78,000	
Total	\$161,853	\$186,343	\$240,800	\$214,100	\$261,800	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$49,406	\$37,201	\$49,000	\$59,000	\$41,000	
37 Notices & Publications	38,643	35,547	34,400	42,400	42,400	
38 Communications	600	500	600	600	600	
45 Membership & Training	6,278	7,502	5,900	6,650	6,000	
53 Computer Expenses	408	466	500	500	500	
58 Special Programs	16,363	18,569	17,000	17,150	17,000	
69 Awards	318	328	400	400	400	
71 Miscellaneous	590	(354)	400	400	400	
Total	\$112,606	\$99,759	\$108,200	\$127,100	\$108,300	\$0
<b>TOTAL COMMUNITY PROMOTION</b>	<b>\$274,459</b>	<b>\$286,102</b>	<b>\$349,000</b>	<b>\$341,200</b>	<b>\$370,100</b>	<b>\$0</b>
REVENUE SOURCES						
Cable TV Franchise Fees	\$402,441	\$400,101	\$390,000	\$388,000	\$385,000	
Total	<b>\$402,441</b>	<b>\$400,101</b>	<b>\$390,000</b>	<b>\$388,000</b>	<b>\$385,000</b>	<b>\$0</b>

# PUBLIC OFFICERS ASSOCIATIONS

FY 21



This account provides for the membership expenses of the city and its' advisory boards and committees in regional, state and national associations. Funds are also budgeted for board and committee members' attendance at conferences.

Breakdown	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Membership and Training						
Maryland Municipal League (MML)	\$23,717	\$24,516	\$24,500	\$26,000	\$26,000	
Council of Governments (COG)	15,725	19,030	29,100	29,100	31,000	
Prince George's County Municipal Association (PGCMA)	0	6,337	3,200	3,200	3,200	
Anacostia Trails Heritage Area (ATHA)	2,999	5,977	6,000	6,000	6,000	
National League of Cities (NLC)	3,507	3,485	3,500	3,500	3,500	
Miscellaneous	900	248	500	500	500	
Total	\$46,848	\$59,593	\$66,800	\$68,300	\$70,200	\$0
Miscellaneous						
ACE Scholarship	\$634	\$1,844	\$1,500	\$1,500	\$1,500	
Other	116	0	0	0	0	0
Grand Total	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0

## BUDGET COMMENTS

- 1) For FY 2019, the membership fee for the Anacostia Trails Heritage Area increased from \$2,999 to \$6,000.
- 2) The FY 2021 Proposed Budget contains slight increases in MML and COG membership fees.

PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
45 Membership & Training	\$46,848	\$59,593	\$66,800	\$68,300	\$70,200	
71 Miscellaneous	751	1,844	1,500	1,500	1,500	
Total	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0
<b>TOTAL PUBLIC OFFICERS ASSOCIATIONS</b>	<b>\$47,599</b>	<b>\$61,437</b>	<b>\$68,300</b>	<b>\$69,800</b>	<b>\$71,700</b>	<b>\$0</b>